


VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Data Control Clerk</u> SALARY RANGE: <u>315A \$34368-37389</u> Department or Agency Name <u>Executive</u> Division/Section/Unit <u>OHHS/Legal</u> Assignment(s) / Comments _____ Shift and Days: <u>Monday-Friday 8:30-4:00</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement _____ Name of Bargaining Unit Union: <u>Council 94, Local 2882</u> There is* _____ is not <u>X</u> a Civil Service List for this position	CLASSIFICATION CODE: <u>02702000</u> REFERENCE POSITION NO.: <u>2020-10000-82</u> APPLICATION PERIOD: <u>1/11/13 to 1/17/13</u> GRACE PERIOD ENDS <u>1/20/2013 4:00 PM</u> Job Location: <u>Child Support Office</u> <u>77 Dorrance Street, Providence, RI</u> Yes <u>X</u> No _____ See A/B or Both for Specific Instructions
General Information to Candidate	<p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p> <p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Your business telephone number • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <p>• Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>This position performs a host of critical activities and functions. These duties include data entry of all child support orders into InRhodes (approximately 800 court orders per week that must be entered for payment processing); receptionist duties; type correspondence and memos; perform complex data entry and word processing functions; collection of time sheets; delivery and opening of the mail, scheduling appointments and other routine clerical work assigned. More significantly, if needed, this person would be trained and made available to enter financials as ordered by the Court.</p>	
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Graduation from a high school or from a computer-related technical school; and</p> <p>Experience: Employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs;</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Ellen Moan OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920</p> <p>Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER